

Multimedia and Embedding 101

Part 1: Uploading, Downloading and Embedding Text Documents

For today's Session, it would be best to Create a NEW FOLDER. Label it 'Multimedia and Embedding 101'.

Converting Pages Documents for the Web

Save all materials into this folder. You're now ready to start.

1. Go to The FishBowl and download the Session Document
2. Open in 'Pages'



File > SaveAs > Save Copy As 'Microsoft Word'

Ideal for uploading to Google Docs for further editing and collaboration. If the document has images, be fore warned. These will 'move' around with the conversion.



File > Export > PDF

Embedding Google Docs in your Wiki

Ideal for uploading to your wiki for users to 'download', or for attaching to an email.

You *can* embed a Google Document or Spreadsheet into your wiki page to display. This will create a small preview sized view. The document, once embedded cannot be 'worked' on. *See the Multimedia and Embedding Session Page.*

To embed your Google doc:



Open the Google Doc you wish to embed on your wiki



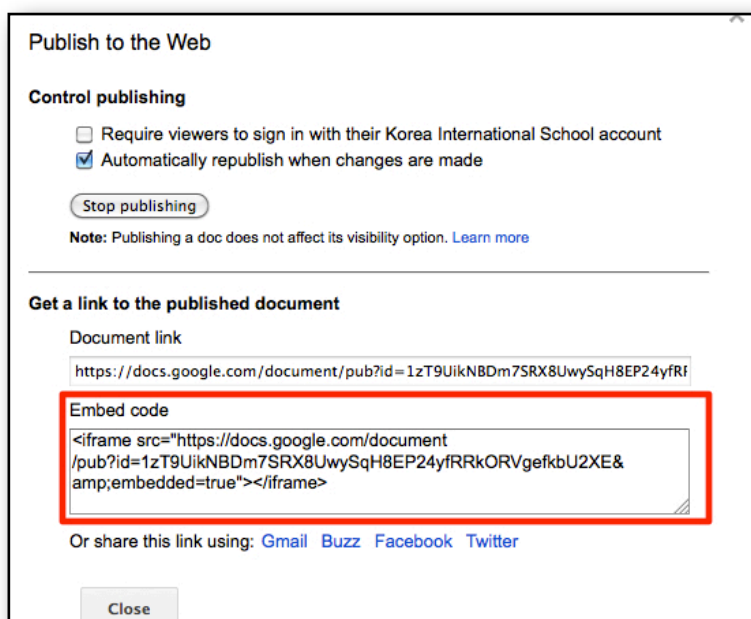
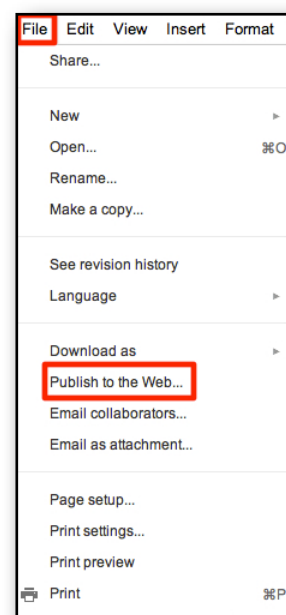
File > Publish to Web (see image to right)



Confirm that you wish to publish



Copy the Embed Code



On your Wiki Page: Edit > Widget > Other HTML



Paste the Embed Code